



DEFENSE LANGUAGE INSTITUTE ENGLISH LANGUAGE CENTER
LACKLAND AIR FORCE BASE, TX 78236-5259

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DLIELC 1025.15
LECT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

DLIELC Instruction 1025.15

SUBJECT: English Comprehension Level (ECL) Test Guidelines

- References:
- (a) DLIELC 1025.15, subject as above, October 1, 2001 (hereby superseded)
 - (b) Handbook for the American Language Course Placement Test (ALCPT), September 2002
 - (c) AFJI 16-105, Joint Security Assistance Training (JSAT), Chapter 3, June 5, 2000
 - (d) English Language Training Support for Security Assistance Offices, FY 04-05

1. REISSUANCE AND PURPOSE

This instruction prescribes policies and procedures governing acquisition, control and administration of the ECL test. The ECL test is used to determine English language proficiency of international military students (IMSS) being considered for assignment in the continental United States (CONUS) or training in International Military Education and Training (IMET) or Foreign Military Sales (FMS) programs. This test is also used to determine the English proficiency level of US military members who are not native speakers of English.

2. APPLICABILITY

The provisions of this instruction apply to all Security Assistance Offices (SAOs) and CONUS Test Control Officers (TCOs) of all services or agencies responsible for the selection of IMSS to attend IMET or FMS training. It also applies to services or agencies using the ECL test for the selection, placement or reclassification of US military personnel or for determination of their English language competency for certain courses or jobs.

3. DEFINITIONS

3.1. Alternate Test Control Officer (ATCO). A person who has been appointed by the chief of a user agency to act in the absence of the TCO and who assumes all of the responsibilities of the TCO as outlined in paragraph 5.2.

3.2. ALCPT. A multiple-choice English language proficiency test consisting of a listening part and a reading part. When kept secure, the ALCPT gives scores similar to those of the ECL. It can be used in lieu of the ECL to evaluate civilian or military US government employees who are not native speakers of English or as a placement or graduation test for in-country English language training programs (ELTPs). (See Ref b.)

3.3. Certificate of Destruction (CD) (Encl E1). AF Form 1565 (DLIELC Overprint) or the generic AF Form 1565, Entry, Receipt and Destruction Certificate, used to document the destruction of test materials listed on the form.

3.4. DLIELC Form 1025.15(A), ECL Test Administration Log (Encl E2). A DLIELC form used to document the removal of ECL materials from their secured area.

3.5. ECL. Department of Defense (DoD) test for evaluating listening and reading comprehension proficiency in English (Encl E3). The term ECL also refers to the test score: an ECL score.

3.6. ECL Questionnaire. The request completed by the TCO annually (or as required) to indicate the quantity of ECL materials needed. ECL materials will not be shipped until this form is submitted to DLIELC.

3.7. Proctor. A person assigned by the user agency to assist in monitoring the administration of the ECL test. Proctors must be US citizens who are employees of the US Government.

3.8. SAO. An in-country office responsible for security assistance. SAOs include, but are not limited to, Military Assistance Advisory Groups (MAAG), Offices of Military Cooperation (OMC), Offices of Defense Cooperation (ODC), Defense Logistics Groups (DLG) and Defense Attaché Offices (DAO).

3.9. TCO. A person who has been appointed by the chief of a user agency and who is authorized to obtain, control and administer the ECL test, as outlined in paragraph 5.2. All TCOs and ATCOs must be US citizens. They must be US military officers

or noncommissioned officers (NCOs) in the rank of E-5 or above, or US Government Civil Service employees in the grade of GS-05 or above.

3.10. TCO Appointment Memorandum for Record (MFR) (Encl E4). The letter by which the chief of the user agency appoints the TCO/ATCOs for the test site. The MFR may be faxed or mailed to DLIELC. (See Encl E5 for fax number and mailing address.)

3.11. Test and Measurement Branch (LECT). The DLIELC office which is responsible for the development, maintenance and distribution of the ECL Test.

3.12. Test Site Control Number (TCN). The number assigned by DLIELC to identify a particular ECL testing location.

3.13. User Agency. Any US Government office or agency, including SAOs and CONUS offices, authorized to administer the ECL test to IMSS, civilians or US military personnel.

4. POLICY

The ECL test is the primary instrument used for measuring the English language proficiency of IMSS scheduled to attend IMET or FMS training. The ALCPT, not the ECL, should be used by in-country ELTPs for prescreening purposes. The ECL or the ALCPT may also be used as a criterion in the recruitment of US military personnel who are not native speakers of English or in the determination of their eligibility for commissioning, attending specific courses or holding certain jobs. User agencies are not to copy or duplicate any portions of the ECL or ALCPT test, nor can they release any ECL test materials to host-country or other unauthorized personnel.

5. RESPONSIBILITIES

5.1. The chief of the user agency will:

5.1.1. Assume overall responsibility for security of the ECL testing program and ECL test materials.

5.1.2. Select and appoint TCOs and ATCOs, and document selections on the TCO Appointment MFR (Encl E4).

5.1.3. Arrange for an investigation if loss/compromise of ECL test forms is suspected.

5.1.4. Alert DLIELC/LECT, destroy ECL materials on site and submit a CD to DLIELC/LECT in the event of the terminal absence of the TCO and ATCO(s) from a site without likelihood of replacement within a reasonable time, or in the event of a site's closing or going inactive for an extended period of time.

5.2. The TCO will:

5.2.1. Maintain test security at all times.

5.2.2. Receive, inventory and quality check test materials immediately. Promptly sign and return the Packing List to DLIELC/LECT, after annotating any discrepancies on it.

5.2.3. Assess ECL test requirements annually and submit a completed ECL Questionnaire to DLIELC/LECT in order to receive new test materials at the beginning of the fiscal year.

5.2.4. Request/justify additional ECL forms during the year, if necessary.

5.2.5. Inventory ECL materials every six months and upon assuming or relinquishing TCO duties. Notify the appropriate unified command and DLIELC/LECT immediately of any discrepancy. (See Encl E5 for DLIELC contact information.)

5.2.6. Log test materials upon receipt and before/after each use on the DLIELC Form 1025.15(A). Submit the log to DLIELC/LECT at the end of the fiscal year.

5.2.7. Return or destroy test materials immediately, once new ECL tests have been inventoried or when directed by DLIELC. Follow the procedures outlined in 6.1.1.5.

5.2.8. Schedule tests and rotate test forms in an unpredictable order to avoid overexposure. Keep a record of examinees' names, scores, test dates and test forms used in order to avoid testing a candidate again with the same test. (Encl E6 provides a sample of an ECL Test Roster that can be used for this purpose.)

5.2.9. Arrange for test proctors, as needed, for the ECL administration.

5.2.10. Ensure positive identification of all ECL test examinees.

5.2.11. Administer and score the ECL.

5.2.12. Send used answer sheets to DLIELC/LECT once a month, as outlined in 6.7.

5.2.13. Ensure overseas locations use the ALCPT, rather than the ECL, for testing students in internal programs and for prescreening purposes.

5.2.14. Maintain copies of TCO documentation (TCO Appointment MFRs, submitted ECL Questionnaires, signed Packing Lists, CDs, etc.) in a file or continuity book for inspection purposes.

5.2.15. Follow the provisions of this instruction in all cases, unless a specific waiver has been granted by DLIELC.

5.2.16. Submit a request for a waiver when unable to comply with the provisions of this instruction. (Refer to Encl E5 for contact information.)

5.3. The ATCO will:

5.3.1. Assume the responsibilities of an absent TCO.

5.3.2. Carry out TCO responsibilities as directed.

5.4. Test proctors will assist the TCO/ATCO in distributing and collecting test materials and in the overall monitoring of the test administration.

5.5. DLIELC will:

5.5.1. Maintain test security at all times.

5.5.2. Assign TCNs.

5.5.3. Obtain TCO Appointment MFRs before shipping ECL materials and maintain a current list of TCOs.

5.5.4. Specify the ECL test forms to be sent to each test site and authorize appropriate quantities of test materials, based on the particular needs of the test site as identified on the ECL Questionnaire and as justified by the site's submission of used ECL answer sheets.

5.5.5. Ship new ECL tests annually by certified mail, provided the site is in compliance with regard to ECL test documentation and used answer sheet submission.

5.5.6. Provide instructions for obtaining, controlling, administering and destroying the ECL.

5.5.7. Authorize waivers of the requirements and procedures in this instruction when appropriate.

5.5.8. Maintain used answer sheets for one year.

6. PROCEDURES

Paragraphs 6.1 through 6.9 describe procedures for the TCO (unless otherwise specified) common to all types of ECL testing. Paragraphs 6.10, 6.11 and 6.12 provide instructions that are specific to overseas testing, CONUS IMS (direct-entry) testing and testing of US personnel, respectively.

6.1. Obtaining, storing and accounting for the ECL.

6.1.1. The TCO will:

6.1.1.1. For established sites, reference the TCN in all correspondence with DLIELC.

6.1.1.2. Upon receiving the ECL test package, immediately open and inventory it. Sign and date one copy of the Packing List, after annotating any discrepancies on it, and return it to DLIELC/LECT. (See Encl E5 for mailing address.)

6.1.1.3. Store controlled test materials (booklets, scoring key, and test tape/compact disc) in a standard safe or in a metal file cabinet equipped with a key and bar-locking mechanism and log materials out whenever they are removed from secure storage. (Completed DLIELC Forms 6748a, DLIELC Test Answer Sheets [Encl E7] are considered controlled materials.)

6.1.1.4. Document a thorough physical inventory of all test materials every six months and upon assuming or relinquishing TCO duties.

6.1.1.5. Immediately destroy the previous fiscal year's test materials when the ECL materials for the new fiscal year are received or when directed to do so by DLIELC. Document destruction action on AF Form 1565 (Encl E1) and mail the CD to DLIELC/LECT within 30 calendar days. The process should be carried out as follows:

6.1.1.5.1. Using AF 1565, itemize all of the materials to be destroyed, including cassette tapes, compact

discs, scoring keys and test booklets identified by form and booklet number. Note the quantity of each item destroyed.

6.1.1.5.2. Shred or burn the test booklets. Degauss the cassette tapes or cut them up with scissors. Break compact discs. Cut up the acetate scoring keys with scissors.

6.1.1.5.3. Sign the CD form and, if possible, have a witness attest (sign) to the destruction of the materials. Mail the original document to DLIELC/LECT. (See Encl E5 for mailing address.)

6.1.2. The chief of the user agency will:

6.1.2.1. Send DLIELC/LECT a TCO Appointment MFR (Encl E4) and a justification with a brief description of the program's testing objectives in order to establish a new test site. (See Encl E5 for contact information.) Upon receipt, DLIELC/LECT will assign the agency an ECL TCN.

6.1.2.2. Promptly submit another signed TCO Appointment MFR which states the current appointment is "vice" that of the previous TCO or ATCO, when a new person replaces an incumbent.

6.2. Preparation before test administration date. The TCO will:

6.2.1. Obtain a list of examinees and ensure each candidate is tested only after an appropriate interval. (See paragraphs 6.10, 6.11 and 6.12 for specifics.)

6.2.2. Ensure examinees are informed they need to present photo identification before taking the exam and will not be allowed to bring items such as dictionaries, paper, books, etc., into the testing room on the day of the test. If pencils are not to be provided, inform them to bring two soft-lead pencils with erasers. In addition, tell them how they may obtain their results.

6.2.3. Arrange for and assign any necessary proctors, at a ratio of at least one for every 15 examinees.

6.2.4. Select a well-lighted, ventilated, quiet room with facilities for playing a cassette or audio compact disc for the test administration.

6.2.5. Fill out the test answer sheet header information, to include the examinee's name, the name of the TCO or ATCO, the name of the examinee's country, the date of the test and the TCN. Enter the test ID (form number) only after the test is administered. Encl E7 provides a sample of a completed DLIELC Form 6748a. (In CONUS, it is mandatory to enter the required ECL score.)

6.2.6. Listen to the audio portion before the test administration date to ensure adequate sound quality. (In case of erasure or any kind of audio defect, return the cassette or compact disc to the DLIELC Logistics Branch [LERW] for replacement. See Encl E5 for mailing address.)

6.3. Preparation on the day of the test. The TCO will:

6.3.1. Log out the appropriate testing materials on DLIELC Form 1025.15(A) (Encl E2). For purposes of test security, scoring keys should not be removed from the secure area, and tests should not be scored in the testing room.

6.3.2. Check test booklets to ensure no pages are missing or marked from previous administrations.

6.3.3. In the testing room, before the examinees arrive, ensure:

6.3.3.1. The proctors are reminded to remain continuously attentive to the examinees during the testing period and to refrain from listening to or reading the test itself.

6.3.3.2. All test administrators understand:

6.3.3.2.1. Monitoring responsibilities, i.e., carefully listening and watching for signals such as pencil tapping, foot scraping or tapping, coughing, microphone tapping, signals by hand, foot or fingers, or any other systematic moves.

6.3.3.2.2. Appropriate methods for stopping suspected signaling, such as standing quietly behind a signaler.

6.3.3.2.3. The critical importance of examinees' completing the ECL test without any assistance.

6.3.4. Set up the audio portion of the test and check the volume to make sure the recording can be heard clearly at all places where the examinees will be seated.

6.3.5. When the examinees arrive, place a sign saying "QUIET--TESTING IN PROGRESS" (or words to that effect in both English and the host-country language) on the door and in adjoining areas to limit outside noise.

6.3.6. Ensure positive identification of each examinee. The TCO can normally accomplish this by checking each examinee's photo identification and crosschecking it against the list of candidates to be tested.

6.3.7. Seat examinees far enough from each other in the testing room to preclude any test compromise. Examinees should not be allowed to choose where they will sit. They should be randomly assigned to seats and informed of their seat assignments only as they enter the testing area.

6.3.8. Ensure the examinees have no papers, books, dictionaries, etc., with them, and each has two sharpened soft-lead pencils with erasers.

6.3.9. Be present in the testing room at all times during the administration of the ECL test. Only TCOs, ATCOs, proctors and examinees are allowed in the testing room during the actual testing.

6.4. Giving the directions. The TCO will:

6.4.1. Give the directions clearly, in English, using the script below. (Supplementary directions may be given if necessary, but it is best to keep directions as standardized across test administrations as possible.) An interpreter may be used for assistance in giving preliminary directions but must leave the testing room before the TCO distributes the test booklets, as must any other unauthorized personnel. The pretest briefing should not take more than 15 minutes.

6.4.2. Before distributing the answer sheets, say to the examinees:

LADIES AND GENTLEMEN, YOU ARE HERE TO TAKE AN ENGLISH EXAMINATION. DO YOUR BEST. YOU SHOULD HAVE WITH YOU A PENCIL AND AN ERASER. TURN OFF ALL CELL PHONES AND BEEPERS NOW. DO NOT TALK DURING THE EXAMINATION. IF, FOR ANY REASON, YOU MUST LEAVE THE ROOM BEFORE FINISHING THE TEST, I (WE) WILL PICK UP YOUR TESTING MATERIALS, AND YOU WILL NOT BE PERMITTED TO RETURN TO THE TEST ROOM. IF YOU HAVE ANY QUESTIONS, RAISE YOUR HAND, AND I (WE) WILL COME TO HELP YOU.

ARE THERE ANY QUESTIONS? (Pause for questions.)

I (WE) WILL NOW GIVE YOU YOUR ANSWER SHEETS.

6.4.3. Distribute only the answer sheets; then say:

THE TEST CONSISTS OF TWO PARTS. PART ONE IS LISTENING AND HAS 66 QUESTIONS. AFTER YOU HEAR THE QUESTION, MARK THE CORRECT ANSWER, A, B, C OR D, ON YOUR ANSWER SHEET. PART TWO IS READING. THE QUESTIONS FOR PART TWO ARE IN YOUR BOOKLET. READ EACH QUESTION IN PART TWO AND MARK YOUR ANSWER SHEET.

DO NOT MARK MORE THAN ONE ANSWER FOR EACH QUESTION. MAKE SURE YOU ANSWER EACH ITEM, EVEN IF YOU ARE NOT SURE OF THE CORRECT ANSWER. IF YOU MAKE A MISTAKE OR AN EXTRA MARK, ERASE IT COMPLETELY. USE ONLY A PENCIL, AND MARK A HEAVY, DARK MARK IN THE PROPER PLACE ON YOUR ANSWER SHEET. DO NOT WRITE IN THE TEST BOOKLET. CONTINUE WITH PART TWO OF THE TEST AS SOON AS PART ONE IS FINISHED. YOU WILL HAVE 30 MINUTES TO FINISH PART TWO. IF YOU FINISH EARLY, RAISE YOUR HAND, AND I (WE) WILL COME AND TAKE YOUR TEST MATERIALS.

ARE THERE ANY QUESTIONS? (Pause for any questions. A visual aid may be helpful in demonstrating how to mark answer sheets correctly.)

I (WE) WILL NOW PASS OUT THE TEST BOOKLETS. WRITE THE BOOKLET NUMBER ON YOUR ANSWER SHEET. STAY IN YOUR PLACES AND DO NOT TALK. DO NOT OPEN YOUR TEST BOOKLETS UNTIL YOU ARE TOLD TO DO SO.

6.4.4. Ensure that only authorized personnel (TCOs, ATCOs, proctors and examinees) are present in the testing room. Interpreters must leave the testing room at this point, before the booklets are distributed.

6.4.5. Distribute the test booklets by passing one test booklet directly to each examinee. Ensure each examinee has written the booklet number on the answer sheet. If in a lab, require the students to write the seat numbers on the answer sheets. Then say:

NOW, LISTEN TO THE DIRECTIONS ON THE TEST AND BEGIN.

6.4.6. Play the recording only once during the test. Do not stop it or replay any portion of it after it has been started.

6.4.7. Ensure that in the first few minutes of the test, the proctors circulate quickly and quietly around the room, viewing the test materials of each examinee and checking to see that answer sheets are being marked properly. Ensure also that the monitors are attentive to any problems that examinees may have with the audio reception.

6.4.8. Say, when the listening part of the test is finished:

PART TWO WILL BE READING. READ THE DIRECTIONS FOR PART TWO. YOU HAVE 30 MINUTES TO COMPLETE PART TWO. IF YOU FINISH EARLY, RAISE YOUR HAND, AND I (WE) WILL COME AND TAKE YOUR TEST MATERIALS. YOU MAY BEGIN NOW.

6.4.9. Write the exact time the test will end on the chalkboard or a piece of paper which is visible to the examinees. At ten minutes and one minute before the end of the test, give warnings such as, "The test will end in ten minutes."

6.4.10. Ensure that if an examinee completes the test early, he/she remains in place and raises his/her hand. One of the test proctors will quietly approach the examinee, collect the test materials and verify that no test components are missing. Only after an examinee's test materials have been verified as returned and complete will the TCO dismiss the examinee from the test room.

6.4.11. Say, when the allotted time is over:
STOP! THE TEST IS OVER. PUT YOUR PENCILS DOWN AND CLOSE THE TEST BOOKLET. REMAIN IN YOUR PLACES UNTIL I (WE) HAVE COLLECTED ALL TEST MATERIALS.

6.5. Post-test procedures. The TCO will:

6.5.1. Collect and verify the return of all test materials (booklets and answer sheets) from the remaining examinees as quickly as possible. As in the case of examinees who finish the test early, the TCO will dismiss each remaining examinee upon verifying that all test materials have been returned.

6.5.2. Conduct a final check of all the answer sheets and booklets, and ensure the booklets are intact and unmarked.

6.5.3. Return all testing materials to the secured area.

6.5.4. Annotate DLIELC Form 1025.15(A).

6.5.5. Write the test form ID (2004A, 2004B, etc.) on each used answer sheet.

6.6. Scoring procedures. The TCO will:

6.6.1. Neither score answer sheets in the presence of, nor show answer sheets to, the examinees, host-country personnel, foreign nationals or unauthorized US personnel.

6.6.2. Scan each answer sheet to ensure there is only one answer marked for each test item. If there are two or more marks for any item, erase all marks for that item. The examinee will not receive credit for the item.

6.6.3. Not make any marks on the used answer sheets, except for the boxed-in areas which include student name and TCN. Marks such as Xs on incorrect items may create a test security risk, since a "corrected" answer sheet is essentially another key to the correct answers.

6.6.4. Select the correct scoring key. For example, use the Form A scoring key to score answer sheets for Form A of the ECL test. Place the scoring key over the answer sheet. To ensure the two are aligned, use the black marks at the left.

6.6.5. Using the scoring key, count the number of correct answers (raw score) on the answer sheet. This number is the ECL score. Enter this number in the space marked "Raw Score" on the answer sheet. (NOTE: The "Conv score" slot is used only for some ALCPT forms and other tests.) If possible, arrange for more than one authorized person (TCO/ATCO) to score each answer sheet to ensure accuracy. If two persons are not available, count the number of correct answers twice for each answer sheet.

6.6.6. Not make copies of the used answer sheets for any purposes. For reference, maintain a record of information such as names of examinees tested, test dates, test form administered, and ECL scores. An ECL Test Roster (Encl E6) can be used for this purpose.

6.7. Disposition of scores/answer sheets. The TCO will:

6.7.1. Prepare the used answer sheets (not copies) for shipment with a double wrapping and label the inner envelope or package:

FOR OFFICIAL USE ONLY

TEST MATERIAL

TO BE OPENED BY THE NONRESIDENT ECL TEST MONITOR ONLY

6.7.2. Include the mailing address for DLIELC/LECT in the inner envelope or package. (See Encl E5 for the address.)

6.7.3. Use the DLIELC/LECT mailing address on the outer envelope or package. Once a month, send answer sheets, by certified or registered mail. (Ensure the TCN is entered in the boxes at the top right-hand corner of each answer sheet. Review paragraph 6.2.5. of this instruction for procedures on preparing answer sheets for examinees to ensure all sheets have been properly completed.)

6.7.4. Submit the completed DLIELC Form 1025.15(A) to DLIELC/LECT at the end of the fiscal year. (See Encl E5 for mailing address.)

6.8. Ensuring test security.

6.8.1. The chief of the user agency has overall responsibility for test security and for ensuring that the US military or civilian employees who handle and administer the ECL test conduct themselves in a way that does not result in possible compromise of the test. Potential compromise situations include, but are not limited to, the following:

6.8.1.1. Failing to identify examinees properly.

6.8.1.2. Reviewing, accessing or allowing review of, or access to, controlled test materials by any individual not specifically authorized.

6.8.1.3. Discussing orally or in writing the contents of test materials with an unauthorized person.

6.8.1.4. Bringing any unauthorized material into the examination room.

6.8.1.5. Reproducing or copying any test materials.

6.8.1.6. Permitting unauthorized removal of test materials from the examination room.

6.8.1.7. Leaving examinees unsupervised during a test session.

6.8.1.8. Being unable to account for the location or disposition of test material. Disclosing or releasing superseded test material to unauthorized personnel.

6.8.1.9. Improperly packaging or labeling test material for mailing, which could result in unauthorized disclosure.

6.8.1.10. Permitting an unauthorized person to open, or otherwise tamper with, any package containing test materials.

6.8.1.11. Improperly storing test materials.

6.8.2. ECL materials may be used only by the TCO/ATCO of the site which requested them and may not be transferred to other locations or exchanged for those of other locations unless the transfer or exchange is authorized by DLIELC/LECT.

6.8.3. TCOs in overseas locations must ensure that the ECL is not used for prescreening or other unauthorized purposes. The ALCPT, not the ECL, should be used for the prescreening of candidates for CONUS training, for internal evaluation in contractor-conducted training and for determining candidate qualification in in-country programs. If the ALCPT is properly controlled and administered, the results have a high correlation with those of the ECL test. The use and interpretation of the ALCPT are covered in Ref b. A copy of the ALCPT Handbook is normally included with ECL kits shipped overseas.

6.9. Reporting and investigating the loss or possible compromise of ECL tests.

6.9.1. The TCO will:

6.9.1.1. Treat the test as compromised.

6.9.1.2. Immediately stop using and secure the test form or forms involved.

6.9.1.3. Immediately report the loss, compromise or suspected compromise of any form of the test by phone, fax or e-mail to the unified command and to DLIELC/LECT. The report will provide the test identification, date or probable date of

loss or compromise, location and geographical extent of the jeopardized area and verification that all testing with the suspected form within the jeopardized area has been stopped. The report will specify the parts of the test which are missing, compromised or suspected of compromise (for example, ECL Form 04A: booklets 5 and 6 missing, score key missing, etc.).

6.9.2. The chief of the user agency will:

6.9.2.1. Conduct an internal investigation and/or arrange for an external investigation by an outside agency to determine facts concerning loss or compromise.

6.9.2.2. Send a complete report of the investigation, including findings and a statement of remedial action taken, to the appropriate unified command and to DLIELC/LECT, within 30 calendar days from the date on which the test was reported lost or compromised. (See Encl E5 for mailing address.) The user agency will not resume testing with the suspected test forms until so authorized by DLIELC.

6.10. Overseas testing program management procedures. The TCO will:

6.10.1. Rotate the use of ECL test forms in a randomized sequence (e.g., 04E, 04C, 04A, 04D, etc.) so all forms are administered once before any form is used again.

6.10.2. Request additional test forms (up to a maximum of 12) and additional test answer sheets as needed. Include a justification with requests for additional materials and submit to DLIELC/LECT. (See Encl E5 for contact information.)

6.10.3. Consolidate all ECL testing at one location on one day each month. This would represent the ideal testing arrangement, since each ECL test form would then be used only one time. Under no circumstances should ECL testing be conducted more than once every two weeks at any testing location.

6.10.4. Ensure that examinees who fail to obtain a required ECL score after completing the test do not retest before 30 calendar days have elapsed. Make sure that failing examinees are retested with a different form and that they are enrolled in a full-time intensive English language program during the 30-day wait period.

6.10.5. Ensure that a person who attains the required ECL score more than 105 days before the report date for his/her CONUS course is retested with a different form of the test before departure. ECL test scores are valid for 105 calendar days from the date of testing.

6.11. CONUS testing of direct-entry IMSs.

6.11.1. International students who qualify for direct entry into follow-on-training (FOT), bypassing language training, will be ECL tested at their first training location in CONUS, per Ref c. Only recent DLIELC graduates and students from countries listed as "exempt from in-country and CONUS ECL testing," per Ref d and the annual DSCA policy message, will not be tested.

6.11.2. For IMSs undergoing or scheduled to attend IMET- or FMS-sponsored training, the TCO will fill in the answer sheets with the project code/case letters, worksheet control number (WCN), and sponsoring service (B for Army, D for Air Force, and P for Navy), in addition to the information required in paragraph 6.2.5 above. A sample of a completed answer sheet can be found at Encl E7. The FOT required ECL score must be recorded in the appropriate space.

6.11.3. The TCO will use one of the three ECL forms provided to administer an entry test to direct-entry IMSs three to five days after their arrival. The delay in testing is to allow for jet-lag recovery and adaptation to a new environment.

6.11.4. The TCO will schedule any student who fails to achieve the required ECL on course entry for a second ECL test (with a different form) within one or two days. (A student will never be tested twice on the same day.) Only two test administrations are authorized per student (initial test and one retest). To administer a second retest, the TCO must obtain permission from the appropriate military department (MILDEP) and DLIELC/LECT. Call, e-mail or FAX DLIELC/LECT (see Encl E5 for contact information) to provide pertinent information in requesting DLIELC waivers. At locations where ECL testing of IMSs is conducted by the Base Education Office as a service for the International Military Student Office (IMSO), the request for a waiver in order to administer a third ECL test may be made by the IMSO, vice the TCO. In such cases, however, the IMSO should keep the TCO informed of these actions, so the TCO can maintain accurate records.

6.11.5. The TCO will report all failing scores to the MILDEP and DLIELC/LECT. (See Encl E5 for contact information.) If a student fails a second time to achieve the required ECL, immediately inform MILDEP and DLIELC/LECT. The MILDEP is responsible for determining subsequent action. The TCO should apprise DLIELC/LECT of the MILDEP's determination.

6.12. Testing US military personnel.

6.12.1. The ECL test may be used in the official selection process for entry into military service to determine the English language proficiency of nonnative speakers of English. It may also be used as a prerequisite for certain US military training courses or for job reclassification.

6.12.2. Where testing circumstances allow, TCOs should consolidate the testing of examinees as much as possible through the use of regularly scheduled testing dates. An unsuccessful candidate must not be retested before 30 days have elapsed; a different test form must be used.

6.12.3. Agencies in CONUS or outside CONUS (including Base Education Offices) which train US military, family members, or civilians should use the ALCPT to measure student progress in English or to establish the English language qualifications for trainees. (See the current DLIELC catalog for information about procuring the ALCPT and Ref b for information on the administration and interpretation of the ALCPT.)

6.12.4. In the case of a Military Entrance Processing Station (MEPS) that serves as an ECL repository for other MEPS in its sector (i.e., lends ECL materials to them),

6.12.4.1. The Commander of the ECL repository MEPS will ensure that LECT receives DLIELC TCO Appointment MFRs for the MEPS personnel who will serve as ECL TCOs/ATCOs and that other MEPS testing personnel do not administer ECLs unless they are officially appointed to do so.

6.12.4.2. The ECL TCO/ATCO of the ECL repository MEPS will ensure:

6.12.4.2.1. ECL materials are maintained secure when at the repository MEPS and when in transit to a borrowing MEPS.

6.12.4.2.2. The ECL repository stocks

current fiscal year ECL tests for use in-house and for lending.

6.12.4.2.3. DLIELC Form 1025.15(A) is maintained throughout the fiscal year and reflects each time a kit is used in-house and each time it is lent to/returned by a borrowing MEPS.

6.12.4.2.4. When lending ECL kits, the repository provides to the borrowing MEPS, along with the test materials, a copy of the current ECL guidance and the repository MEPS' TCN, for referencing on the answer sheets. (The repository MEPS ECL TCO may wish to fill in the TCN in the header block of the answer sheets before providing them to the borrowing MEPS.)

6.12.4.2.5. The repository ECL site's used ECL answer sheets are submitted in a timely manner and include all header information.

6.12.4.3. The MEPS that borrows an ECL kit from an ECL repository MEPS will ensure:

6.12.4.3.1. LECT receives a copy of the MEPS TCO's MEPCOM MFR of appointment.

6.12.4.3.2. ECL materials borrowed from an ECL repository MEPS are maintained secure while at the borrowing MEPS and when in transit back to the repository.

6.12.4.3.3. ECL answer sheets are sent to DLIELC in a timely manner and include all header information: examinee name, test date, test form, examinee score, required score, and TCN (three-digit ECL account number of the ECL repository). If the TCN is not provided on the blank ECL answer sheets given to the borrowing MEPS, the TCO should contact the ECL repository MEPS TCO to obtain it.

6.13. Requesting a waiver. When user agencies find that compliance with any requirement or procedure in this instruction is impractical or impossible due to unique local circumstances, they may request a waiver to that requirement or procedure. To obtain a waiver, the TCO will submit the request to DLIELC/LECT, who may authorize a waiver to the requirements and procedures in this instruction. (See Encl E5 for contact information.)

7. SUMMARY OF REVISIONS

This revision incorporates a change published in 2002 (i.e., authorization for the IMSO to request a waiver for a third ECL for a direct-entry IMS). It also clarifies direct-entry ECL testing requirements and includes a revision of the guidance provided for MEPS ECL TCOs.

8. EFFECTIVE DATE

This instruction is effective immediately.



MICHAEL J. NICHOLS, Colonel, USAF
Commandant

Enclosures-7

1. Certificate of Destruction
2. ECL Test Administration Log
3. Description of an ECL Test and Contents of a Standard ECL Test Package
4. TCO Appointment MFR
5. Contact Information
6. ECL Test Roster
7. Sample DLIELC Form 6748a, Test Answer Sheet

AF FORM 1565, 19720221, CONTINUATION SHEET			
Site Number: _____			
TEST FORM ID	BOOKLET NUMBERS	CASSETTES	ANSWER KEYS
1. _____	_____ to _____	_____	_____
2. _____	_____ to _____	_____	_____
3. _____	_____ to _____	_____	_____
4. _____	_____ to _____	_____	_____
5. _____	_____ to _____	_____	_____
6. _____	_____ to _____	_____	_____
7. _____	_____ to _____	_____	_____
8. _____	_____ to _____	_____	_____
9. _____	_____ to _____	_____	_____
10. _____	_____ to _____	_____	_____
11. _____	_____ to _____	_____	_____
12. _____	_____ to _____	_____	_____

AF FORM 1565, 19720221 (EF-V2)

E3. ENCLOSURE 3

Description of an ECL Test
and
Contents of a Standard ECL Test Package

E3.1. Description of the ECL test.

E3.1.1. Three different forms of the ECL test are available for use in CONUS and 12 different forms are available for use overseas. These forms are identified by a number (the fiscal year) and a letter of the alphabet (A through O). For example, the 15 forms produced for fiscal year 2004 are marked 2004A, 2004B, 2004C, etc. Each form has 100 items. All items are multiple-choice with four options.

E3.1.2. The ECL test is divided into two parts: a listening part (66 items) and a reading part (34 items). Part I, the listening part of the test, is recorded on cassette tape or compact disc. This part is designed to determine the examinee's ability to understand spoken English. During this part of the test, the examinee hears questions or statements on the test recording. The examinee selects one of four options for each item in the test booklet. Then, the examinee marks an answer sheet indicating his/her choice by blackening a circle marked a, b, c or d.

E3.1.3. The second part of the test, the reading part, is designed to test the examinee's ability to recognize correct grammatical forms and to understand written material. Both the stem and the options appear in the test booklet. Answers to the reading items are marked on the answer sheet in the same manner as for the listening part.

E3.2. Contents of a standard ECL package.

The number of test forms furnished will depend on the test site's requirements. Each ECL package contains the following:

E3.2.1. One copy of this instruction and for overseas sites, one copy each of the Handbook for the American Language Course Placement Test (ALCPT) and DLIELC Instruction 1025.7, Planning and Programming Security Assistance English Language Training.

E3.2.2. The specified number of ECL booklets for each form furnished.

(NOTE: The number of booklets can be changed at the request of the TCO, with adequate justification.)

E3.2.3. One copy of the scoring key for each ECL form furnished.

E3.2.4. Two cassettes (or one audio compact disc) of the listening portion of the test for each ECL form furnished.

E3.2.5. A WARNING card, to be kept with test materials, for reminding the TCO of test security precautions.

E3.2.6. An estimated year's supply of answer sheets.

E3.2.7. DLIELC Form 1025.15(A), ECL Test Administration Log.

E3.2.8. AF Form 1565 (DLIELC Overprint), Entry, Receipt and Destruction Certificate.

E3.2.9. TCO Appointment MFR (blank, for appointment of new TCO/ATCO).

E3.2.10. DLIELC Test Kit Receipt (Packing List).

E4. ENCLOSURE 4TCO Appointment MFR**MEMORANDUM FOR RECORD**

SUBJECT: Appointment of English Comprehension Level (ECL) Test Control Officer (TCO) and
Alternate Test Control Officer (ATCO)

REF: DLIELC Instruction 1025.15 (latest issue)

1. The following personnel are appointed subject duties for Site # _____ IAW reference, effective _____, or until officially relieved or released from appointment. Signatures below signify that the appointee has read and understood DLIELC Instruction 1025.15 and agrees to follow its provisions.

_____	_____	_____
TCO (print or type name)	RANK	SERVICE
_____	_____	
E-MAIL ADDRESS	SIGNATURE	
_____	_____	_____
ATCO (print or type name)	RANK	SERVICE
_____	_____	
E-MAIL ADDRESS	SIGNATURE	
_____	_____	_____
ATCO (print or type name)	RANK	SERVICE
_____	_____	
E-MAIL ADDRESS	SIGNATURE	
_____	_____	_____
ATCO (print or type name)	RANK	SERVICE
_____	_____	
E-MAIL ADDRESS	SIGNATURE	

2. Appointments above supersede the previous TCO/ATCOs (provide names):

3. Please mail to: DLIELC/LECT
2230 ANDREWS AVE
LACKLAND AFB TX 78236-5207

Signature of Appointing Official (Installation Commander or SAO)

Date

Name/Rank/Title of Appointing Official (typed or printed)

E-mail Address

E6. ENCLOSURE 6


ECL Test Roster

ECL TEST ROSTER

[illegible]

Use of this form is optional. The official ECL test administration log (DLIELC Form 1025.15a) must be submitted to DLIELC at the end of the fiscal year.

E7. ENCLOSURE 7Sample DLIELC Form 6748a, Test Answer Sheet

 <p>DLIELC TEST ANSWER SHEET</p> <p>Serial # _____</p>		STUDENT NAME: <u>Lt. Wil Oroz</u> INSTRUCTOR NAME/DC: <u>Johnson</u> COUNTRY/LOC CODE: <u>Omega</u> PROJECT: <u>IMET 02</u> WCN: <u>5135</u> SPONSOR SERVICE: <u>B</u> TEST DATE: <u>02 Jan 18</u> (year) (month) (day) TEST ID: <u>2002E</u> RAW SCORE: <u>83</u> CORN. SCORE: <u>—</u> REECL: <u>20</u>		SCN <table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>0</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>0</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>0</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>0</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>0</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>0</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>0</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>0</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>0</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>0</td></tr> </table>		1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	TON <table border="1"> <tr><td>2</td><td>1</td><td>2</td></tr> <tr><td>1</td><td>2</td><td>1</td></tr> <tr><td>1</td><td>2</td><td>1</td></tr> <tr><td>1</td><td>2</td><td>1</td></tr> <tr><td>1</td><td>2</td><td>1</td></tr> <tr><td>1</td><td>2</td><td>1</td></tr> <tr><td>1</td><td>2</td><td>1</td></tr> <tr><td>1</td><td>2</td><td>1</td></tr> <tr><td>1</td><td>2</td><td>1</td></tr> <tr><td>1</td><td>2</td><td>1</td></tr> </table>		2	1	2	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1	1	2	1
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6 0 0 0 0	26 0 0 0 0	46 0 0 0 0	66 0 0 0 0	86 0 0 0 0	106 0 0 0 0
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9 0 0 0 0	29 0 0 0 0	49 0 0 0 0	69 0 0 0 0	89 0 0 0 0	109 0 0 0 0
10 0 0 0 0	30 0 0 0 0	50 0 0 0 0	70 0 0 0 0	90 0 0 0 0	110 0 0 0 0
11 0 0 0 0	31 0 0 0 0	51 0 0 0 0	71 0 0 0 0	91 0 0 0 0	111 0 0 0 0
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13 0 0 0 0	33 0 0 0 0	53 0 0 0 0	73 0 0 0 0	93 0 0 0 0	113 0 0 0 0
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15 0 0 0 0	35 0 0 0 0	55 0 0 0 0	75 0 0 0 0	95 0 0 0 0	115 0 0 0 0
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18 0 0 0 0	38 0 0 0 0	58 0 0 0 0	78 0 0 0 0	98 0 0 0 0	118 0 0 0 0
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